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1 April 1955

MEMORANDUM FOR: Chief, Special Contract Allowances and Processing Staff

SUBJECT : Contract Offset Clause

1. This will confirm our telephone discussion of this morning regarding the inclusion of an appropriate clause in contracts and agreements whereby the right of offset to recover amounts due on account of failure to account for or refund monies advanced for official purposes is recognized.

2. It is requested that your office incorporate an appropriate clause in future contracts and agreements in order that persons employed under such instruments will have specific notice that failure to account for or refund amounts advanced for official purposes may result in withholding for offset compensation or other amounts due under the agreement.

25X1A [redacted]

FD/LEB:mct

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